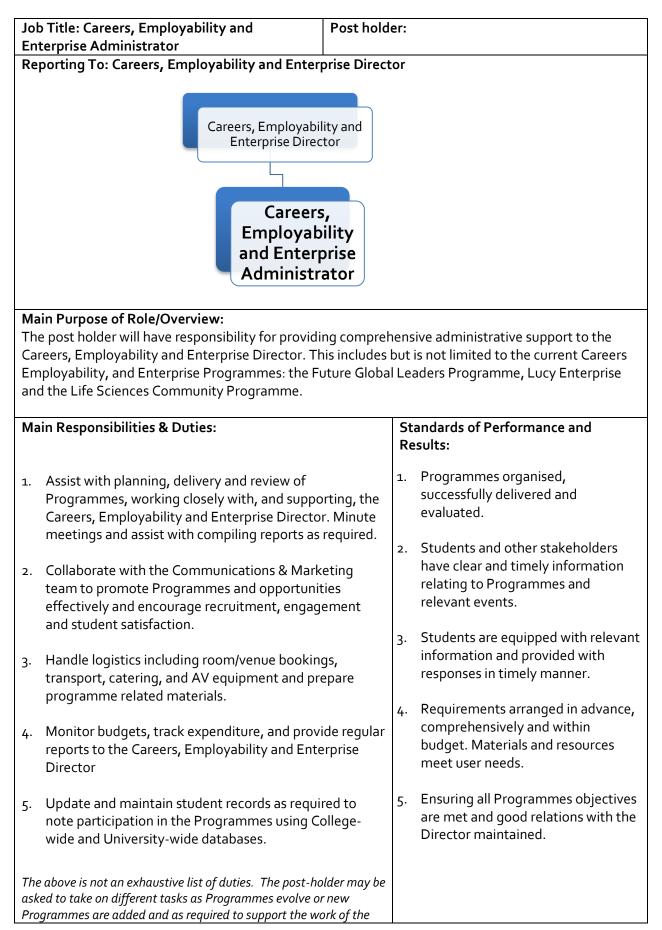


Job Description





		V UNIVER	sity of Cambridge
Careers, Employability and Enterprise Administrator more gener All employees are expected to work collaboratively to support th		Working closely with the Development Office and responding to requests	
overall work of the College.		promptly and Accurate stud	proactively. lent data and compliance
			ty regulations and GDPR.
Scope/size of role (budgets, people, etc):			
Significant internal/external relationships:			
Careers, Employability and Enterprise Director, Careers, Employability and Enterprise Coordinator,			
FGLP Steering Group, Pastoral Team, Estates and Operations Teams, Finance Office,			
Communications and Marketing Team.			
Objectives (as per PDR) or key milestones :			Time duration:
<u>Target/Objective:</u>			
Date prepared:	Agreed by	greed by Manager:	
By whom:	Agreed by post holder:		